



## Community Development Department

212 W Main Street – Inverness, Florida 34450

(352)726-3401 Fax (352)726-5473

[www.Inverness-fl.gov](http://www.Inverness-fl.gov)

### **BUILDING PERMIT APPLICATION CHECKLIST**

Please note: incomplete applications cannot be accepted for review

- ☐ 1. Building Permit application completely filled out.
- ☐ 2. Proof of ownership with legal description. Range, subdivision, lot, block or parcel or metes and bounds, if applicable (including numeral address) copy of deed or current tax bill. A letter of authorization or copy of complete lease agreement is required if applicant is other than the owner.
- ☐ 3. Three (3) copies of site plans.
- ☐ 4. One (1) drainage plan and drainage calculation.
- ☐ 5. One (1) landscape plan.
- ☐ 6. Letter of authorization or contractor affidavit – Required if an authorized agent signs application.
- ☐ 7. Copy of contract with contract price.
- ☐ 8. Three (3) sets of complete sets of structural plans – Designed, signed, sealed and dated by an architect/engineer registered in the State of Florida.
- ☐ 9. Three (3) product approval informational sheets.
- ☐ 10. One (1) copy of HVAC (heating and air conditioning) load calculations. (Where applicable).
- ☐ 11. Notice of Commencement filed with the County Clerk. (For all projects over \$2,500.00 or over in value as determined by the Department).
- ☐ 12. Contractor registration completed filled out (if not already done so).
- ☐ 13. Tree Preservation Affidavit.

Depending on the nature and scope of the property, additional information/documentation may be required. Inclusive of this information is a copy of a date stamped application, permit, or exemption letter from applicable State and Federal Agencies.